

Canadian Institutes of Health Research (CIHR) Regional Partnership Program – Newfoundland and Labrador (RPP-NL)

Program Procedures

Submission of applications and procedures for applicants

1 Applicants wishing to be considered for RPP funding will register their application with the NL Advisory Board one month before submission to CIHR. In addition, applicants submitting for the open grants competition and new investigator award are required to register their intent to apply to CIHR one month prior to the competition deadline (see CIHR).

2 Once approved by the NL Advisory Board RPP applicants are responsible to submit their applications directly to CIHR as per CIHR's procedures. In addition, RPP applicants are required to include the notification from the NL RPP Advisory Board indicating that the application has been approved.

Guidelines for Letters of Intent

The letter of intent must include a *cover letter and draft of the CIHR application*. A complete draft application includes:

1. Identification of participants, with CVs; project information;
2. Summary and budget information and supporting documentation.

Pre-Screening of Applications by NL-RPP Advisory Board

1. The research members of the board will be responsible to pre-screen the applications for submission to CIHR competitions. Each application will be reviewed by at least two research members of the Advisory Board.
2. All members of the advisory board will receive (a) 1st page of research module and (b) summary page, page 9 of research module. A copy of the full application package will be available for review in the Office of Research and Graduate Studies Faculty of Medicine.
3. Each research member responsible for the full review will receive the full application packages.
4. In order to be eligible for RPP the applications should include:
 - a. A testable hypothesis or research question
 - b. A clear plan for collecting data,
 - c. Preliminary data or evidence of ability to collect the data (i.e. some track record of the PI)
 - d. Indication of regional, national or international research scope appropriate for CIHR
5. Following the review by the members of the Advisory Board:
 - a. Each reviewer will submit to the chairperson their written comments on the application.
 - b. The chairperson will summarize the results and provide this information to all members of the Advisory Board and will recommend acceptance of the recommendation of the reviewers.
 - c. The chairperson will inform the applicants of the outcome of the review and provide feedback to the applicants verbally and/or in writing for refinement of applications before final submission to CIHR.
 - d. Where appropriate the chairperson will supply a letter from the Advisory Board in support of the application.
 - e. The chairperson will notify CIHR of RPP eligible applications.

Notification of the CIHR

Within one month of the deadline for the CIHR competition the chairperson of the NL Advisory Board will notify the CIHR of eligible RPP applications.

Notification of CIHR results

1 The CIHR will notify the chairperson of the NL advisory Board by e-mail (at the time of CIHR posting of competition results) and in writing of the results of the CIHR competition and the success and failure of each RPP application.

2 The chairperson will notify (by e-mail) the applicants of the results of the CIHR competition within 24 hr of receiving results from CIHR.

Follow-up of successful RPP grants

1 The chairperson will notify the Office of Research of successful RPP grants.

2 The Office of Research will contact the successful applicants to prepare a submission for partner funding from IRIF.

3 The chairperson will contact the successful applicants to determine if they have a source of partner funding (this sometimes happens, e.g. Heart and Stroke, Breast Cancer, Janeway, etc.).

4 Once partner funding is in place the Office of Research will submit the necessary information on the partnership funding to CIHR in order to have the CIHR funds released.